

Tips for Pre-Law Internship Applications

Internships are coordinated through Gustavus, but it's a bit of a "free market" for finding / arranging them. The point of this document is to lay out the rules of the road so we can coordinate a bit. The reason we need to coordinate is that we could have six students reaching out to intern with the judge in St Peter, and then she's got a problem of dealing with that. We don't want to create that sort of traffic jam and force others to deal with it, so it's important to talk to the pre-law advisor, Career Development, etc., as you're figuring out internship experiences.

We have many students who have had great experiences interning for the judge in St Peter, the law firm in St Peter, or with other courts, law firms, agencies, etc., in Minnesota and elsewhere. These are great experiences, and we encourage you to take the initiative to get one lined up in consultation with the pre-law and Career Development folks.

Requirements:

- Junior Status: Semester long internships (fall, spring or summer) require at least junior status in order to receive academic credit.
- A Faculty Sponsor: A Faculty Sponsor is typically your academic advisor and should be familiar with the industry in which you are interning. This can be the pre-law advisor or another faculty member, depending on the situation.
- A Site Supervisor: Your Site Supervisor will be who you report to at your internship site.

Where Do I Apply?

- <https://gustavus.joinhandshake.com/login>
 - Sign in with Gustavus Information
 - Click on the tab labeled "Career Center"
 - Click on the dropdown experiences tab
 - Request an experience and fill out the information required.

What Do I Need to Do?

1. Obtain an internship prior to applying.
 - It is important to contact the individual, organization or company that you will be interning for prior to filling out this form. (Filling out the form will send them notification of your request, and if they don't know anything about it . . . they will be surprised.)
2. Identify a Faculty Sponsor and a Site Supervisor

- Obtain their contact information and discuss the requirements and expectations of the internship. This information is asked on the form and is necessary to complete the application process.
3. Complete and submit all forms
- It is necessary to complete all of the information with required asterisk on the application form, otherwise the information WILL NOT SAVE if you leave the page.
 - Prior to starting an internship, students are also required to complete the Internship Agreement form found at <https://gustavus.edu/career/intern/InternshipRegistration.php> under the “2. Complete registration forms” header.
4. Registration approval
- The Career Center DOES NOT notify you that your application has been approved. You must keep track of your application to determine whether the application has been approved by your Faculty Sponsor and Site Supervisor prior to the date on which registration closes.

Existing Internship Opportunities

There are a variety of different kinds of internships out there - it's not limited to what we show below. But we know the ones below are possibilities.

Southern MN Regional Legal Services

- This internship is located in Mankato, MN.
- SMRLS provides free, high-quality legal help to low-income individuals in civil matters.
- SMRLS helps individuals and families secure and protect their basic needs by providing legal services on matters such as family conflict, immigration, government benefits, housing and education.

Brandt Law Office

- This is a small law office within the City of St. Peter
- They have generally taken one intern at a time
- This office provides students with extensive experience in criminal legal work, among other areas of law, while promoting a positive learning environment.
- For further information, contact Kayla Mortenson (kmortens@gustavus.edu)

Judge Krehbiel

- This internship experience falls under the 5th Judicial District, interning for Judge Allison Krehbiel at the Nicollet County Courthouse. Students receive exposure to multiple ways in which individuals without law degrees, along with individuals with law degrees, play a role in court proceedings.
- Students can shadow employees of the Probation Department, the Nicollet County Jail, the Department of Human Services, the Public Defender's Office, the County Attorney's Office, among other departments and programs offered within the courthouse.

Other Websites with Ideas for Legal Internships:

- <https://prelaw.wisc.edu/sample-legal-internships/>
- <https://career.berkeley.edu/LawPolicy/LawPolicyIntern>
- <https://www.bu.edu/prelaw/preparing-for-law-school/summer-pre-law-programs/>

[These websites will help you formulate ideas on where to look and what types of internships to look for within Minnesota.]

Gustavus alumni are also a good source of ideas for internships - talk with the pre-law advisor to discuss ideas that might fall in your areas of interest.